

PLANNING
Project Packet Cover Sheet

Participating Municipalities: _____

1. Name of Project: _____

(If proposing more than one Planning project, please complete a project packet for each proposed project. 7 pages per packet.)

2. Type of Project: _____

3. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants, list the amount of funds allocated per community for the project(s). This description will be used to confirm overall project feasibility.

4. National Objective: select a) or b)

a) Benefit to low and moderate income persons _____
• For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) _____

b) Elimination of slums or blighting conditions: Area Spot ý

5. Project Budget Information:

CDBG project cost: \$ _____

Total CDBG cost: \$ _____

Other Project Funds (if applicable): \$ _____

Total Project Cost: \$ _____

Cite sources of other Project funds: _____

6. Who will manage/implement the Project? _____

THRESHOLD QUESTIONS:

- 1. Identify the National Objective that will be met by the project.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See “Guidance on Scored Questions” section and page 81 for the question.)

Project Need - 20 Points

4. What is the need for the proposed project/program?

The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, characteristics and current needs of the target population, area, and/or properties, the methods of determining need for the study; and an analysis of why previous planning efforts, if any, have not addressed the need. (10 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this Planning Project: examples of information to demonstrate need for CDBG funds include, but are not limited to, the extent of the community's efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (6 points)
- c) Community Involvement and Support: Community shall demonstrate and document the community and target population's involvement in the development of this project/program and how this community participation process resulted in support for the project/program. (4 points)

Project Feasibility - 20 Points

5. Why is the proposed project/program feasible? Answer **either** Section A **or** Section B under question 5 on Project Feasibility. **Use Section A for Architectural/Engineering design of an identified construction project, and Section B for all other planning projects.**

SECTION A: Architectural/Engineering Design

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Identification and analysis of alternative approaches, their associated costs, and the pros and cons of these approaches: Present rationale for choosing the proposed **construction** project as the most feasible and cost effective; explain how and why this approach will best meet the identified needs. (4 points)
- b) Readiness of Design Project: examples of information to demonstrate readiness include, but are not limited to, scope of design/engineering contract and consultant selection. The availability of all other funds/resources needed to complete the project must be documented. (4 points)
- c) Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates, comparable examples and the process used to determine that the design costs and preliminary construction costs are reasonable; qualifications of the person who prepared the estimates; explanation of all sources and uses of funds; viable contingency plan for cost overruns that does not include CDBG funds (excluding program income). (10 points)
- d) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

OR

SECTION B: Other Planning

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Readiness of planning project: examples of information to demonstrate readiness include, but are not limited to, scope of work; consultant selection; documentation of availability of other funds to complete the project. (8 points)
- b) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (6 points)
- c) Likelihood that planned project will be implemented or carried out: examples of information to demonstrate likelihood include local action by city council or board of selectmen requesting or supporting plan, or supporting future action on plan; inclusion of planning task in municipality goals and objectives priority setting effort; state or federal mandate, etc. (6 points)

Project Impact - 15 Points

6. If implemented, what will be the impact of the proposed plan?

The project impact will be evaluated upon the extent to which the response meets the following criteria.

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include funding from other sources, equity, volunteer efforts, and staff/in-kind contributions. Must include a written commitment for all leveraged resources. (6 points)
- b) Impact of the proposed project on the target population area and/or property(ies): Examples of information to demonstrate impact include, but are not limited to, direct and indirect benefits to beneficiaries; quality of life considerations; economic viability; neighborhood stabilization, and the quantitative and qualitative measures the municipality will use to assess visible improvements. For previously funded projects, please provide a qualitative and quantitative analysis of the impacts of this program upon the target population and/or area. (4 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

(This page intentionally left blank)